

April 26, 2016

Job Posting

Position: Receptionist
Department: Prosecutor Pre-Trial Diversion Division FLSA status: Non-exempt
Work Schedule: Tue-F 8:30 AM- 3:30 PM Status: Part-Time
Job Category: COMOT (Computer Office Machine Operation Technician)
Pay Rate: \$10.00/hour

Duties:

Answers telephone, greets visitor, determines nature of call, and responds to question or directs caller to appropriate person or agency.

Greets numerous clients, answers questions, gathers client files when required, or routes new clients and files to appropriate staff member or agency, schedules or reschedules client appointment.

Picks up, sorts, and distributes daily mail, pulls all returned letters, checks address or locates current address using computer.

Prepares numerous file folders, and labels for all new assignments. Creates and updates case files with new address, and information received from FSSA.

Verifies and assures proper signatures in filing petitions for support and paupers, and petitions to modify.

Verifies and compares calendar with other departments to ensure accuracy.

Performs related duties as assigned.

Requirements:

High school diploma or equivalent. Knowledge of prescribed legal office procedures and practices and ability to follow specific instructions and guidelines performing routine duties. Familiarity with standard legal terminology. Ability to type and transcribe voice recordings with speed and accuracy, familiarity with basic office equipment and software.

Ability to maintain accurate and orderly files. Ability to effectively communicate orally and in writing with co-workers, other County departments and the public.

Applications for the position are available in Human Resources or at:

http://www.madisoncounty.in.gov/HR_Application.pdf

Applications or resumes with at least three professional references are to be submitted to:

Prosecutor's Office

Attn: Mackenzie Ash

16 E 9th Street

Anderson, IN 46016

Or email

mash@madisoncounty.in.gov

Deadline for submission is Wednesday, May 11, 2016 at 4:00 pm

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